

Solicitation Number: 06-0001-09
Technical, Engineering and Program Support Service for the Office of
Naval Research for the Warfighter Performance Department, ONR
Code 34

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Programmatic and Engineering Services are due by 12:00 PM (local), 20 Jan 2006.

1.0 Background

ONR Code 34, the Warfighter Performance Science and Technology (S&T) Department, is comprised of three divisions: Life Sciences Research; Naval Warrior Applications; and Research Protections. Code 34 plans, underwrites and manages investments in basic and applied research and advanced technology development in the general areas of biomedical and human systems that lead to applications for the Departments of Navy and Defense, and U.S. Industry. The research portfolio includes support for active exploration programs that are at the leading edges of medical science, human performance, biotechnology, training and human factors, neural information processing, and biorobotics. Code 34 also manages and invests in two major future-capability programs: the Force Health Protection Future Capability (FHPFC) Program and the Capable Manpower Future Capability (CMFC) Program. For more information visit: http://www.onr.navy.mil/sci_tech/personnel.

This is a continuing requirement. The incumbent is Schafer Corporation, NSWC-IH Contract #N00174-03-D-0006 (DARPA/IXO Business and Analytical Support).

2.0 Statement of Work

2.1 Objective

The proposed work is to assist ONR Code 34 personnel in overall technical, administrative and program management support on matters and issues associated with the Code 34 S&T program.

2.2 Scope

The scope of this tasking includes all aspects of technical, administrative and program management support. Individual anticipated tasks are outlined in section 2.3. However, the work to be performed will cover a broad range of support activities which include, but are not limited to, the following: assisting in program/project planning, program staff and travel coordination, program/project/financial reviews, technology assessments, data analyses, conference and seminar activities, and program-specific financial issues. The work also includes assistance and support with preparing and drafting analyses,

presentations, testimonies, speeches, and reports relative to project and program management goals, objectives and results.

2.3 Technical Tasks/Requirements

To ensure a successful program, technical and programmatic support for the Capable Manpower Future Capability (CMFC) program, the Force Health Protection Future Capability (FHPFC) program, the Warfighter Performance Discovery and Invention program, and the DoD Reliance program will be provided. Tasks to be performed include:

2.3.1 *Technical/Programmatic:*

- Assist Code 34 in overall technical program management support on matters and issues consistent with Code 34 sponsored development projects. Includes assistance and support with preparing and drafting analyses, presentations, testimonies, speeches, and reports relative to project and program management goals, objectives, and results (e.g., Defense Technology Area Plans (DTAP), Defense Technology Objectives (DTO's), response to Governmental inquiries, etc.).
- Draft responses to internal and external communiqués on programmatic and financial matters.
- Provide technical and engineering support services to Code 34 supported programs and systems.
- Provide administrative and technical services for the purpose of evaluating proposals.
- Provide services to identify, recommend, coordinate and prepare applicable assessments, plans, strategies and opportunities for the transition of technology programs for further development and deployment in the fleet.
- Obtain information and assist program managers in briefing preparations.
- Assist in the development of marketing materials such as posters, briefings, webpage content, etc..., to include graphics and production of materials.
- Review, identify and assess emerging requirements, technologies, capabilities, concepts, tactics of interest, and possible teaming relationships in areas related to Code 34's objectives for selected technology programs.
- Participate, host and/or support Code 34 in preliminary and critical design reviews, program and financial reviews, Governmental and industry events, and sponsored or non-sponsored key demonstrations or tests, as requested by Code 34.
- Facilitate dialogue and interface with key decision makers and/or their staffs (e.g., Congress, OPNAV and Joint Staffs, Warfare Centers, Systems Commands, Program Executive Offices) and various technical subject matter experts.
- Develop program/project management tools that help define, observe, and assess actions that move CODE 34 programs toward strategic goals both affordably and speedily, including the development and presentation of capability and technology roadmaps.

- Collect, analyze, report and archive regulations, policy, guidance, legislation, laws and Congressional language related to supported programs and systems.
- Generate web page content in support of Code 34 programs and technical meetings. Identify and utilize latest information technology resources and capabilities to facilitate information retrieval and dissemination.

2.3.2 *Business/Financial:*

- Provide services to assist CODE 34 in planning, executing and evaluating investment strategies and organizational resource allocations.
- Monitor the availability and use of program funds. Review financial documents and plans for impact on program objectives and requirements.
- Prepare internal financial notices, instructions, guidelines and reports.
- Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones.
- Coordinate preparation and review of actual and projected funding estimates, justifications, and milestones.
- Work with program managers and program officers to expedite financial execution and ensure programmatic benchmarks are met.
- Assist in the preparation of funding documents.

2.3 Reports Data and Other Deliverables

2.4.1 *Monthly Progress and Management Report(s).* The Contractor shall provide monthly progress and status reports. The report is due by the 15th of every month and shall include the hours charged against the contract per individual on the contract along with a discussion of specific work items accomplished during the prior month and a forecast of work products for the coming month. Contractor format is acceptable.

2.4.2 *Annual Summary Report(s).* The contractor shall prepare an annual summary report, due 30 days after the end of the calendar year. This report should document cumulative work performed during the reporting period. Contractor format is acceptable.

2.3.3 *Technical Reports.* For major efforts undertaken within section 2.2 and 2.3, as requested by Code 34, the contractor shall provide paper and electronic copies of reports, briefings, and analyses conducted for Code 34 during the term of this contract.

2.4.4 *Other Reports as Required.* The Contractor shall provide written reports, presentations, and support documents related to the technical analysis and work effort on behalf of the subject projects as required.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Excel and PowerPoint.

3.1.2 *Senior Program Manager.* At least a Bachelor's degree from an accredited college or university and eight years of experience working on or managing programs for DoD. The candidate should have experience in providing technical direction to support staff and interfacing with Government and contractor personnel to manage workloads.

3.1.4 *Senior Program Analyst 1.* At least a Bachelor's degree from an accredited college or university and twenty years experience working on or managing DoD programs. Broad experience reviewing Navy S&T performer proposals in the areas of Manpower, Personnel, Training, and Human-Systems Integration (MPTHSI) is highly desirable. Extensive experience with ONR programs in MPTHSI and Capable Manpower (CM) is highly desirable. Experience and credibility with the CM programs, CM Executive Integrated Product Team, and the other people involved.

3.1.3 *Senior Program Analyst 2.* At least a Bachelor's degree from an accredited college or university in business or finance and at least four years of experience working on or managing science and technology programs for DoD. The candidate should have demonstrated experience with research and development descriptive summaries (R-2's), Flag/SES level briefings, information management including database development and maintenance and financial accounting. Prior military experience highly preferred.

3.1.4 *Program Analyst.* At least a Bachelor's degree from an accredited college or university and at least four years experience working on or managing DoD projects. The candidate should have experience in the biomedical field both in DoD and industry. The candidate must have familiarity with the DoD wide S&T Reliance planning process, and direct experience working with ONR senior management in the area of Human Systems is highly desired. Prior military experience is highly preferred.

3.1.5 *Senior Engineer.* At least a Bachelor's degree in engineering from an accredited college or university and twenty years experience working on or managing DoD programs. The candidate should have experience in providing technical and programmatic support to senior ONR leadership managing S&T programs in the areas of manpower, personnel and training. The candidate should have demonstrated experience and strong understanding of the development of future-capability related documents and research and development descriptive summaries (R-2's). Prior military experience is highly preferred.

3.1.6 Project Analyst. At least five years experience using Microsoft Office Suite (Word, Excel, PowerPoint) to develop documents, presentations, and program plans. Candidate must be able to effectively communicate orally and in writing. Candidate must have demonstrated understanding of ONR travel and financial accounting systems.

3.1.7 Business Analyst. At least a Bachelor's degree from an accredited college or university in business or finance and at least four years experience performing DoD financial management. Candidate must have demonstrated experience with financial execution, tracking and reporting within the DoD system. Strong familiarity with Improvised Explosive Device research within ONR and prior military experience is highly preferred.

3.1.8 Transition Manager. At least a Master's degree from an accredited college or university in a health care related discipline and at least ten years experience working in the biomedical field. Candidate must have demonstrated experience with the Marine Corps medical requirements generation process, and prior experience in expeditionary medicine is highly desired. Prior Marine Corps experience is highly preferred.

3.1.9 Graphics Specialist. At least a Bachelor's degree from an accredited college or university and at least two years experience providing graphics support to DoD programs. Prior experience with DARPA Tech is highly desired.

3.1.10 Conference Specialist. At least a high school diploma, associates degree preferred and three years experience planning, executing and supporting DoD conference, meetings and symposia.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12-month base period and four 12-month option periods have been defined (Total potential period of performance, with options, is 60-months).

3.2.2 Base Period. The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately 7.5 man-years at an average rate of approximately 1181 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Senior Program Manager	1880
Senior Program Analyst 1	785
Senior Program Analyst 2	1880
Program Analyst	1880
Senior Engineer	1880

Labor Category	Hours Per Year
Project Analyst	1880
Business Analyst	1880
Transition Manager	1500
Graphics Specialist	300
Conference Specialist	300
Total	14165

NOTE: 1880 hours is equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.4 Option Periods. Each of the two option periods will have a period of performance beginning the date of award through 12-months. The level of effort anticipated for each of the option periods is approximately 7.5 man-years at an average rate of approximately 1181 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Senior Program Manager	1880
Senior Program Analyst 1	785
Senior Program Analyst 2	1880
Program Analyst	1880
Senior Engineer	1880
Project Analyst	1880
Business Analyst	1880
Transition Manager	1500
Graphics Specialist	300
Conference Specialist	300
Total	14165

NOTE: 1880 hours is equivalent to one (1) man-year

4.0 Order Details

4.1 Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance. The period of performance is a base period of twelve months from time of award with four one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus general and administrative (G&A) without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$150,000 per year.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 *Travel and Per Diem.* Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 *Other Direct Costs (Other than Travel and Per Diem).* ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified. However, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance. Work will normally be performed at the ONR Headquarters site. However any support that is less than full time (1880 hours) may be performed at the contractor site. More specifically, the Senior Program Manager, Senior Program Analyst 2, Program Analyst, Senior Engineer, Project Analyst, Business Analyst and Transition Manager positions will be onsite. The Senior Program Analyst 1, Graphics Specialist and Conference Specialist will be at the contractor's site

4.5 Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 *Facilities, Supplies and Services.* The facilities required to perform the tasks outlined in the Statement of Work will be at both the Contractor's place of business and at the government site. When work is conducted at the government site, basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any

required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information. All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation. All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment. With the exception to the basic facility items noted in Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants. Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements

4.7.1 Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

4.7.2 Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

4.7.3 Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information. The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts,

sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions. Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the ONR Code 34 research programs.

5.0 Proposal Requirements

5.1 Proposal Format. The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

5.1.1 Technical Proposal. The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

5.1.2 Cost Proposal. The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents. Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission. The due date for receipt of proposals for this solicitation is no later than 12:00 PM (Local Time) on 20 Jan 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria. A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which

offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2 Award. The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 3 Feb 2006.

7.0 Submission of Questions. Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments. Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact. The Point of Contact for this solicitation is Julie Green, Code 254, phone number 703-696-0719, e-mail address greenj@onr.navy.mil

10.0 Sample Format for Section B. The following provides a sample representation of Section B of a resulting task order.

SCHEDULE OF SUPPLIES AND SERVICES

Item No.	Description of Supplies/Services	Estimated Cost	Fixed Fee	Estimated CPFF
BASE PERIOD				
0001	Technical, Engineering and Program Support Service for the Office of Naval Research for the Warfighter Performance Department, ONR Code 34 in accordance with the Task Order Statement of Work. 000101 ACRN XX XXXX			
0002	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed) 000201 ACRN XX XXXX	\$150,000.00	-	\$150,000.00
Total Base				
OPTION PERIOD I				
0003	Technical, Engineering and Program Support Service for the Office of Naval Research for the Warfighter Performance Department, ONR Code 34 in accordance with the Task Order Statement of Work.			
0004	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$150,000.00	-	\$150,000.00
Total Option Period I				
OPTION PERIOD II				
0005	Technical, Engineering and Program Support Service for the Office of Naval Research for the Warfighter Performance Department, ONR Code 34 in accordance with the Task Order Statement of Work.			
0006	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$150,000.00	-	\$150,000.00
Total Option Period II				
OPTION PERIOD III				
0007	Technical, Engineering and Program Support Service for the Office of Naval Research for the Warfighter Performance Department, ONR Code 34 in accordance with the Task Order Statement of Work.			
0008	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$150,000.00	-	\$150,000.00
Total Option Period III				

OPTION PERIOD IV				
0009	Technical, Engineering and Program Support Service for the Office of Naval Research for the Warfigher Performance Department, ONR Code 34 in accordance with the Task Order Statement of Work.			
0010	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$150,000.00	-	\$150,000.00
Total Option Period IV				
TOTAL ESTIMATED TASK ORDER CONSIDERATION				

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files.